

## REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

413

PAGE  
NO.

1

(of 4)

1. Requesting Agency  
**SUPREME BENCH OF BALTIMORE CITY**

2. Division or Bureau of Requesting Agency  
**Circuit Court, Juvenile Causes**

## 3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p><b>JUVENILE COURT DOCKET</b></p> <p>Quantity: 261 volumes Size: 17" x 14" x 3" Dates: 1902... File Arrangement: Chronological by case number Index: In Item 2</p> <p>This item gives docket entries of proceedings in the juvenile court, with date of trial, name of defendant, his age, residence, parents or guardian, the charge, date of offence, arresting officer, witness, disposition (paroled, dismissed, sentenced), and remarks by the judge.</p> <p>Exclusive jurisdiction in all cases of trial or commitment of minors up to sixteen (16) years of age in Baltimore City was conferred upon a Magistrate for Juvenile Causes by Act of the General Assembly in 1902 Laws of Maryland, Chapter 611.</p> <p>Jurisdiction in Juvenile Causes was transferred to the Circuit Court of Baltimore City and the office of Magistrate for Juvenile Causes was abolished by the General Assembly in 1943 (Laws of Maryland, Chap. 818).</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	
2	<p><b>CARD INDEX TO JUVENILES</b></p> <p>Quantity: 19 triple card-file drawers Size: 3" x 5" Dates: 1902... File Arr.: Alphabetical by name of juvenile</p> <p>The cards are arranged alphabetically by surname of juvenile, giving name, age, race, sex, address, parents, case number, and year instituted.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	(continued)

## 7. Agency, Division or Bureau Representative

*Harry K. Shock*  
Signature

*Deputy Clerk*  
Title

*8/4/64*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*8/5/64*  
Date

*Miriam S. Radloff*  
Archivist

Date

*Leechman Shuck*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO. **413**  
PAGE  
NO. **2**

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3	<p><b>PETITIONS</b></p> <p>Quantity: 111 file drawers Size: Legal Dates: 1943... File Arr.: Chronological by case number Index: Card Index to Juveniles (Item 2)</p> <p>Petitions (charge) are filed in Juvenile Court, giving date of trial, name of defendant, his age, residence, parents or guardian, date of offence, arresting officer, witness, where detained, disposition (paroled, dismissed, sentenced), and remarks by the judge. Also filed with the petitions are master's reports, detainers, correspondence with institutions concerning the defendant, school progress reports, summary of progress, and a copy of the discharge.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
4	<p><b>CASE FOLDERS</b></p> <p>Quantity: 135 file drawers Size: Legal Dates: 1943... File Arr.: Alphabetical by defendant Index: Card Index to Juveniles (Item 2)</p> <p>A case folder is prepared for each probationer. The typical case folder contains all or some of the following: Trial proceedings, psychiatric report, social service exchange history, birth certificate, probation report, school report, weekly school attendance reports, and correspondence with social workers and parents.</p> <p>RECOMMENDATION: RETAIN CASE FOLDERS FOR TWELVE YEARS AFTER BECOMING INACTIVE, THEN DESTROY.</p>	